

Professor Communication Plan

Communicating and meeting with your professors outside of class is an important part of being a successful college student (Kuh et al., 2011). Using the course syllabus, complete the chart below to help you identify information needed to communicate with your professor and to understand your professor's communication expectations.

Course:	
Professor Name:	
Professor Contact Information:	
Professor Office Location:	
Office Hours:	
Professor's Preferred Communication Method:	
Professor's Communication Policy:	

Professor Meeting Plan

Now that you've identified information needed to communicate with your professors, develop a plan to meet with your professor. See the "Email Etiquette" handout for assistance in crafting an email to your professor.

Course:	
Professor:	
Meeting Date/Time:	
Meeting Location (Office, Zoom, etc.):	
Questions/Topics to Discuss: *Hint: leave space below each question/topic to add professor responses	